

RISK ASSESSMENT POLICY

Tonbridge School is committed to promoting the health, safety and welfare of its staff, boys, visitors, contractors and anyone else that may be affected by its undertakings. Priority is given to ensuring that all operations within the School environment, both educational and support, are delivered in a safe manner that complies with legislation, guidance and best practice. Risk assessments are used to identify significant hazards and introduce control measures to eliminate risks or reduce them to an acceptable level.

It is the responsibility of Heads of Department and Departmental Line Managers to ensure that suitable and sufficient risk assessments are in place for their area/department/activity.

TYPES OF RISK ASSESSMENT

Generic Risk Assessments are acceptable where activities/processes/operations are consistent across the workplace. However, these must be adapted as appropriate, to consider particular individuals and specific issues relating to the environment, location, or activity taking place. They should bear the assessor's name and date of assessment.

Specific Assessments may be produced using the generic template, but are in place for one dedicated task or event. Other assessments may be referenced in the specific assessment and will have very prescriptive controls for the individual or task; for example a one-off trip, return to work assessment, external events, or external lettings. They should bear the assessor's name and date of assessment.

Dynamic Risk Assessments are constant, on the spot assessments of the situation/task that are not written down. These should not be relied on completely for a task, as there is no written evidence of the control measures in place.

RISK ASSESSMENT PROCESS

The School will follow the Health & Safety Executive's 5 stage approach to Risk Assessments:

- Step 1** – Identify the hazards.
- Step 2** – Identify who might be harmed.
- Step 3** – Evaluate the risks and decide on precautions.
- Step 4** – Record and implement findings.
- Step 5** – Review assessment and update if necessary.

Copies of risk assessments detailing significant findings should include the Assessor(s) name(s) and date of assessment. They should be held in the relevant department and available to relevant personnel, contractors and visitors. Risk assessments are audited during periodic Health & Safety inspections.

REVIEW

Risk assessments are reviewed (and where necessary revised):

- Periodically, either annually or every two years;
- When there is reason to suspect the assessment is no longer valid. This may become apparent through accidents and near misses, safety complaints, ill-health trends, or where relevant legislation, guidance or best practice has been revised;

- When there has been a significant change in the matters to which the assessment relates, such as the introduction of new equipment, alterations to premises, or change in personnel.

As part of the measures for the control of contractors on-site risk assessments and, where applicable, method statements must be obtained and in place before the contracted task is undertaken. It is the responsibility of the Head of Department instigating and overseeing the contracted works to obtain these and ensure the contractor adheres to them.

External clubs and users of the School facilities are also asked to submit their own risk assessments. In turn and on request any risk assessments relating to the environment they are using which have been produced by the School will be shared.

SPECIALIST RISK ASSESSMENT

In addition to staff competent in specialist areas, the School employs the services of a Health & Safety consultancy (currently Owen David Ltd), and where necessary other specialists to assist in the management of risk.

The following areas require and have Specialist Risk Assessments or written policies/plans to manage risks:

- Fire safety;
- Asbestos;
- Legionella;
- Gas safety;
- Electrical safety;
- Noise;
- Working at height;
- Public Rights of Way.

EDUCATIONAL AND CO-CURRICULAR

Educational and co-curricular risk assessments are required for the following (a non-exhaustive list):

- Science experiments;
- Design, Technology and Engineering (DTE);
- Sporting activities;
- Art;
- Music;
- Drama;
- Safeguarding; specific individual Risk Assessments (where required):
 - Pupil welfare in relation to medical matters (including where a child self-medicates);
 - Pupil welfare in relation to bullying;
 - Recruitment related issues (including when a DBS is late in arriving).
- Duke of Edinburgh award scheme;
- Residential trips (UK & overseas);
- Day trips;
- Trips involving an adventurous activity;
- CCF;
- Matters in relation to *Prevent*;
- Boarding/Day Houses.

For some specific risks, the School has policies in place to manage them (rather than a written Risk Assessment), including:

- Pupil Supervision;
- Bounds, Safety and Hazards Risk Assessments for Pupils.

Tonbridge School subscribes to the CLEAPS Advisory Service that provides model risk assessments for our lessons in Science and DTE, as well as providing professional training for teachers and technicians who work in Science and DTE.

SUPPORT

Support risk assessments are required for the following (a non-exhaustive list):

- Tonbridge School Centre;
- Estates Department;
- Catering Department;
- Grounds Department;
- Cleaning Department;
- Vehicle movements;
- Display Screen Equipment (DSE);
- Control of Substances Hazardous to Health (COSHH);
- Lone Working;
- New and Expectant mothers.

RESPONSIBILITIES OF STAFF

All members of staff are given a thorough induction into the School's arrangements for risk assessments and Health & Safety (which is recorded). Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, and that of anyone else who may be affected by what they do or do not do. They are responsible for cooperating with the Head Master, Bursar, Second Master and other members of the Senior Team in order to enable the Governors to comply with their Health and Safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar.

Specific responsibilities for writing, reviewing and authorising Risk Assessments in each area of the School are summarised in the table below.

October 17

Tonbridge School Risk Assessment Framework

Action	Houses		Sport		Academic Depts		Academic Depts		Trips		Activities		General		Support Depts		Support Depts		Events		
	Boarding Senior Student Day Medical Centre	Housemaster Sister IC	All Sports Offered	Sciences DT&E Art Drama/Theatre	All Classroom-based Subjects	UK Europe Worldwide	All Activities Offered Including TCA, Terriers, CCF, DofE	Cross-School Including Fire, Main School Buildings, PROW, Site Traffic	High Risk	Med/Low Risk	Trip: <i>minus</i> 2 weeks	Activity Leader	Estates Grounds Gardens Catering TSC	Assistant Bursar SSO <i>[H&S Consultant as required]</i>	High Risk	Med/Low Risk	School Marshal ICTS Reprographics Shop HM Secretariat Bursary, Admissions, Tonbridge Society	Residential Lets Regular Hires Recre8 EMFT Hre			
Written ⁽¹⁾																					
Target Date [1]	1st Monday, MT Half-Term Holiday	1st Monday, MT Half-Term Holiday	1st Monday, MT Half-Term Holiday	1st Monday, MT Half-Term Holiday	1st Monday, MT Half-Term Holiday	Trip: <i>minus</i> 2 weeks	1st Monday, MT Half-Term Holiday	1st Monday, MT Half-Term Holiday	1st Monday, MT Half-Term Holiday	1 January	1 January	1 January	1 January	1 January	1 January	1 January	1 January	1 January	1 January	Event Date: - 2 weeks	
Reviewed / Countersigned ⁽²⁾	HM H&S Advisor [AVN] * SSO [BSE] * Assistant Bursar [MJO] <i>[H&S Consultant [MV] as required]</i>	Director of Sport [CDM] or Assistant Director of Sport [LJM] * <i>[H&S Consultant/QLM as required]</i>	HODs * Subject Expert	HODs * Subject Expert	HODs * Subject Expert	Trips Coord [JAN] * SSO	HM H&S Advisor * SSO Assistant Bursar <i>[H&S Consultant as required]</i>	HM H&S Advisor SSO Assistant Bursar * H&S Consultant H&S Leadership Team	HOD * Supervisor	HOD * Supervisor	HOD * Supervisor	HOD * Supervisor	HOD * Supervisor	HOD * Supervisor	HOD * Supervisor	HOD * Supervisor	HOD * Supervisor	HOD * Supervisor	HOD * Supervisor	Assistant Bursar * SSO <i>[H&S Consultant/QLM as required]</i>	
Target Date [2]	Date 1 : + 2 weeks	Date 1 : + 2 weeks	Date 1 : + 2 weeks	Date 1 : + 2 weeks	Date 1 : + 2 weeks	Trip: <i>minus</i> 1 week	Date 1 : + 2 weeks	Date 1 : + 2 weeks	Date 1 : + 2 weeks	Date 1 : + 2 weeks	Date 1 : + 2 weeks	Date 1 : + 2 weeks	Date 1 : + 2 weeks	Date 1 : + 2 weeks	Date 1 : + 2 weeks	Date 1 : + 2 weeks	Date 1 : + 2 weeks	Date 1 : + 2 weeks	Date 1 : + 2 weeks	Date 1 : + 2 weeks	
Authorised / Promulgated <i>[Title Date & Initial (10% Check)]</i>	HM H&S Advisor * SSO Assistant Bursar	HM H&S Advisor * SSO Assistant Bursar	HM H&S Advisor * SSO Assistant Bursar	HM H&S Advisor * SSO Assistant Bursar	HM H&S Advisor * SSO Assistant Bursar	UK- Trips Coord/SSO * Europe-2nd Master Worldwide-HM	HM H&S Advisor * SSO Assistant Bursar	Assistant Bursar * SSO HM H&S Advisor	Assistant Bursar * SSO HM H&S Advisor	Assistant Bursar * SSO	Assistant Bursar * SSO	Assistant Bursar * SSO	Assistant Bursar * SSO	Assistant Bursar * SSO	Assistant Bursar * SSO	Assistant Bursar * SSO	Assistant Bursar * SSO	Assistant Bursar * SSO	Assistant Bursar * SSO	Assistant Bursar * SSO	Assistant Bursar * SSO
Target Date [3]	Date 2 : + 1 week	Date 2 : + 1 week	Date 2 : + 1 week	Date 2 : + 1 week	Date 2 : + 1 week	Departure	Date 2 : + 1 week	Date 2 : + 1 week	Date 2 : + 1 week	Date 2 : + 1 week	Date 2 : + 1 week	Date 2 : + 1 week	Date 2 : + 1 week	Date 2 : + 1 week	Date 2 : + 1 week	Date 2 : + 1 week	Date 2 : + 1 week	Date 2 : + 1 week	Date 2 : + 1 week	Date 2 : + 1 week	

(1) Written by Staff suitably trained or deemed competent in that subject/activity
Subject Teacher

(2) Reviewed by HOD / SME
H&S Advisors/SSO/H&S Consultant
H&S LT
(* = Lead)